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REDRAFT

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SUBJECT: Proposed R 20-550; Details of Agency Employees

1. GENERAL:

This regulation states Agency policy and procedures for the detail of Agency employees. Details are to be distinguished from temporary duty assignments, which involve the performance of duties related to the employee's regular T/O position, but in a different location.

2. DEFINITIONS:

Detail - The assignment of an employee to perform duties not related to his T/O position. A detail may be internal or external. Internal details may be formal or informal; external details are always formal and may be reimbursable or non-reimbursable.

Internal - Within the Agency.

External - To another department or agency of Government.

Informal - Requiring no documentation.

Formal - Requiring documentation.

Reimbursable - Costs borne by the gaining agency.

Non-reimbursable - Costs borne by this Agency.

Operating Officials - Chiefs of Senior Staffs and Area Divisions under the jurisdiction of the Deputy Director (Plans);

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Assistant Directors under the jurisdiction of the Deputy Director (Intelligence); and Chiefs of Staffs, the Comptroller, the General Counsel, and Directors of Offices under the jurisdiction of the Deputy Director (Support).

Office - The area of jurisdiction of an Operating Official.

3. POLICY:

a. An employee may be detailed internally from his T/O position to another position when:

(1) The incumbent of the other position is temporarily absent; or

(2) The position is of a higher grade or involves a different kind of work, the employee is otherwise qualified for the position, and a test period is considered desirable in order to determine the employee's ability to perform the duties of the position; or

(3) The position is new or its duties have been changed, so that the duties cannot be finally determined at the time of the assignment, and it is necessary to determine the requirements of the position and the ability of the employee to fill it.

b. An employee may be detailed internally from his T/O position to perform work for which a position has not been established when:

(1) There is a work emergency; or

(2) The employee is awaiting reassignment.

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c. An employee may be detailed externally when such a detail is considered to be in the interest of the Agency or the Government.

4. PROCEDURES:

a. General.

(1) Details of less than 30 days may be arranged by any Operating Official within his own office without any additional concurrence.

(2) The prior concurrence of the Office of Security is required for any other detail. For internal details of 30 days or less, this concurrence may be verbal; in all other cases, it will be recorded on the form SF-52.

(3) For all internal details in excess of 30 days, and for all external details, form SF-52 will be prepared, in accordance with HB 20-800-1, with two copies for the Office of Security.

b. Internal Details.

(1) 30 days or less: Operating Officials may arrange these details informally. No documentation is required. The gaining office shall obtain the concurrence of the Office of Security.

(2) More than 30 days: The gaining office shall prepare form SF-52 and obtain the concurrence of the Office of Security. The losing office may approve details of 120 days or less, but for details over 120 days the approval of the Office of Personnel is required.

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(3) Six months aggregate limitation: Whenever a proposed detail, when taken in conjunction with previous periods of detail, would bring the total detail of this employee to an aggregate of six months or more during any twelve month period, the approval of the Office of Personnel is required.

(4) Extensions: Any Operating Official may approve extensions of a detail up to the limit for which he could have approved the detail in the first instance. If this results in extending a detail beyond 30 days, the preparation of a form SF-52 becomes necessary. If this results in extending a detail beyond 120 days, the approval of the Office of Personnel becomes necessary.

c. External Details.

(1) Requirements: The preparation of a form SF-52, the concurrence of the losing office and the Office of Security, and the approval of the Office of Personnel are required for all external details. Reimbursable details also require the concurrence of the Office of the Comptroller.

(2) External Request: If a request for an external detail originates outside the Agency, the Office of Personnel shall prepare form SF-52 and obtain the required concurrences.

(3) Internal Request: If a request for an external detail originates within the Agency, the requesting office shall prepare the form SF-52 and forward it to the Office of Personnel, which shall obtain the required concurrences.

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(4) Interagency Agreement: Prior to approving an external detail, the Office of Personnel will negotiate a written agreement with the external agency which will include provisions regarding the following:

(a) The length of time the detailed employee is to be used.

(b) Whether the service or detail is to be performed on a full-time, part-time or intermittent basis.

(c) An arrangement for regular submission of time and attendance data.

(d) Reimbursement provisions.

(e) Provision for accrual of leave during the detail.

(f) An agreement to notify the Agency a reasonable period in advance of the expiration date of the detail in the event that the external agency decides to request an extension.

(g) Any other essential factors involved in this particular detail.

(5) Extensions: When an extension of an external detail is requested, the Office of Personnel shall obtain, prior to granting approval, the concurrences of the Office of Security and the losing office (and, in the case of reimbursable details, of the Office of the Comptroller).

(6) Termination: When an external detail is terminated, the Office of Personnel will initiate an SF-52 to record such termination.

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5. CONTROL AND PAY OF DETAILED EMPLOYEES:

a. Internal Details.

(1) The employee will be under the supervision of the gaining office during the period of the detail. The supervisor to whom an employee is detailed is authorized to take or recommend disciplinary action when required and to approve requests for leave.

(2) A special Fitness Report will be prepared for the detailed employee by his supervisor in the gaining office upon the termination of a detail of 120 calendar days or more.

(3) The employee will be paid by the losing office and will receive the compensation of his T/O position plus any entitlements, including travel expenses and per diem which may be payable.

(4) The gaining office will be responsible for informing the losing office of the time and attendance of the detailed employee.

(5) The losing office will be responsible for the receipt and proper delivery to the detailed employee of his regular salary checks.

b. External Details.

The Office of Personnel shall make appropriate provisions in the written agreement with the external agency and notify the losing office of its responsibilities under the agreement.

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